

APPENDIX J**CHECKLIST FOR DELIVERY AND UNLOADING****Preparing for Delivery**

- Has gaging, sampling, and measuring equipment been cleaned and checked?
- Has receiving tank been gaged to determine if there is enough room to receive the scheduled quantity?

Prior to Unloading

- Have the vendor's delivery documents been checked for completeness?
- Has the delivery conveyance been spotted at the correct location?
- Has adequate fire extinguishers and NO SMOKING signs been positioned?
- Has the delivery conveyance been properly bonded and grounded and inspected for leaks or other defects?
- Have the cargo hatch and valve seals been inspected for defects?
- Have the cargo hatches been opened to determine level of product?
- Is product clear and bright as viewed through a clean jar?
- Has the delivery tank been checked for eater using water-finding paste on the gage stick or tape?
- Has cargo temperature been determined a time of delivery?
- Has the cargo tank been gaged to determine quantity?
- Has the measured quantity been volume corrected to 60°F IAW DA Pamphlet 710-2-2?
- Have quantity surveillance samples been taken?

During Unloading Operations

- Are receiving personnel and the driver of the conveyance standing by?
- Is traffic being controlled to avoid the unloading area as much as possible?
- Are dispersing operations discontinued during unloading operations?

After Cargo is Unloaded

- Has the delivery conveyance been inspected to ensure the cargo tank is completed empty?
- Have the vehicle ground been disconnected and the discharge hoses secured?
- Have product spills been cleaned up IAW with current regulations?
- Has the receiving tank been gaged?